

**STEERING GROUP MEETING 13th June 2018**

**MINUTES**

11 am at Unique Ways Offices, Hanson Lane Enterprise Centre, Halifax HX1 5PG

Present

*Steering Group Members:* Pete Ruse, (chaired this meeting), Janine Wigmore, Cath King, Alison Sharpe, Alison Bower, Emma Poyser-Buxton *Others:* Heidi Coney (Family Voice Supporter), Shona Walsh (Unique Ways CEO), Mary Johnson, Gabriella Walker

1 Introductions and Apologies

Vikki Darby

2. Items for Any Other Business

Shona will provide an update on GDPR

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

3. Minutes of previous meeting and matters arising

Minutes of meeting on 16th May are a true and accurate record. However, will amend Item 10 Bullet point 4 to say “not sure if it would be necessary” instead of “she doesn’t feel it is necessary”.

4. Treasurers Report 2017-18

There is nothing to report on this as the grant has not been received for this year yet. It was decided to put this item on the agenda quarterly instead of every month.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

5. Grant Application 2018-19

Heidi reported the grant application had been submitted for 2018.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

6. Upcoming Events

* FVC AGM on 4th July – the SG discussed the format of the AGM and suggested having the Steering Group first followed by the AGM celebrating what has happened throughout the year and what is coming up, a Steering Group would need to be elected during the process and also each parent representative could summarise what the workstreams had achieved in the year. It was then discussed who would be invited and decided that all UW staff, trustees and members would be invited and particularly those members who had expressed an interest in FVC. The format would be as follows – Steering Group, lunch and then the AGM will election of the steering group for the last 15 minutes.
* FVC Conference 2019 – the potential dates for this are the 7th or 14th of February as SG felt these dates worked well. Shona and Heidi were going to look at Calderdale College as a potential venue. It is hoped the charter will be launched at the 2019 Conference
* Austism Pathway Review Follow-up 15th May – Sunny will attend this meeting as Pete and Shona who attended the initial meeting are unable to go. Pete explained the review asked if any other parent reps were able to attend.
* Wheelchair Services Consultation and Engagement Champions – Heidi explained what Engagement Champions were and that there was some training coming up and would any parent reps like to attend. Alison S said she may be able to attend the training. Heidi then explained Wheelchair Services Consultation as part of Engagement Champion work and that PCAN, the Kirklees Parent Carer Forum were heavily involved in this although FVC were conducting a Focus Group on the 27th June to get UW members views on Wheelchair Services. Pete felt it might be an idea to meet chair of PCAN and also Shona will meet with Rhona Radley of the CCG.
* Commitment to Carers 21st June – Janine explained what this was and as she was unable to attend asked if anyone else could? Gabriella and Cath may be able to attend.
* KIAS Steering Group Meeting 9th July – this is the amalgamated Calderdale and Kirklees SENDIASS meeting and requires an FVC parent rep and Janine is unable to attend. Alison B and Gabriella may be able to attend and it is in Dewsbury at 11am.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

7. Work Stream meetings – Feedback

* Alison S updated on the Preparing for Adulthood Work stream. Julie Killey had asked if UW had information on SEND and what schools are doing in terms of transition. Shona will liaise with the SENCO Co-ordinator regarding this.
* Local Offer Live – Janine updated on the event and feedback, they are looking for a working group to look at the LO website specifically and Heidi will send an email to UW members regarding this.

8. Engagement Champions

This was covered in point 6 by Heidi

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

9. Parent Rep Training

This item will be carried over to the July Agenda

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

10. PA’s

Pete explained he had been approached by Margaret Bates as they want to do some work on PA’s. Pete is going to the preliminary meeting and asked if any of the parent reps would be interested in attending also, Direct Payments and Jacqui Turner will also be there. They will be looking at ideas for recruiting PA’s.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Steering Group was then joined by Cate Simmons from the CCG, Ben Leaman and Helen Saunders both from Public Health at Calderdale Council. After introductions Pete explained the background to the Forum and its current work. Ben explained the work of his department regarding Health Visitors and School Nurses and also the Bikeability and Better Living programmes. He also explained the surveys carried out in schools that his department was responsible for. Cate then explained her role in the CCG, what the CCG does and in particular her department which commissions most of the services for Health intervention including CAMHS which is provided by SWYFT and North Point and Kooth, the online counselling service. They also commission continuing care packages delivered in home or school. CATE SIMMONS TO BE ASKED BACK TO FUTURE FVC STEERING GROUP MTG TO SPECIFICALLY UPDATE ON ‘THRIVE’.

**Next meeting – Wednesday 4th July 2018**

**Steering Group – 11-12.30**

**AGM – 1.30-2.30**